

Tips and Tricks



Personnel
Development
Seminars

September 2005



A Monthly Newsletter of helpful hints and timely information

Featured Tip of the Month

Create Quick Contacts

Microsoft Outlook is so much more than just email. It really is a powerful business tool.

Instead of an Address Book, Outlook has a Contacts folder which lets you store a vast amount of information, like a title, department, or even a birthday.

To add someone to your Contacts list (so you can more easily send email), go to your Contacts folder and click on New in the upper left. At a minimum you need to put in a full name and email address.

To add someone even more quickly, Outlook allows you to

click on a message in your Inbox and drag it to your Contacts folder or icon, and it will add the name and address for you! Simply add any additional information you wish, and Save and Close.

One of my favorite things about Contacts is the Activities tab. Outlook tracks every item (email, meetings, tasks, etc.) attached to a contact, and then displays that list in the Activities tab.

Simply open any contact, go to the Activities tab, and, if you wish, click on an item you see there to be taken to it immediately.

To learn even more, consider taking a class! With instructor led learning, you get hands-on training, a course manual, and access to online tutorials, an expanded manual, exercise files, and a Help Desk.

Additionally, if needed, you can have a FREE Retake.

To register for classes, or to purchase Online ANYTIME courses, call your Training Liaison.

To see the current schedule of classes held at New Horizons, click [here](#) or go to:

<http://www.newhorizonsdm.com/state.html>

Excel Extra

Dates that Update!

Last month we covered two shortcuts for quickly adding the current date and time (Ctrl + ; and Ctrl + Shift + ;).

These are great for putting in a date or time that doesn't change, but if you should want them to update every time you open a file, Save, or Print, you will want to put in a formula!

For today's date, click in any cell and type **=today()**

For the current time and date, type **=now()**

Notes on Courses

We are pleased to offer a special selection of technical courses this winter:

10/03-10/07	Linux Fundamentals
10/10-10/14	2559 – Intro VisualBasic.Net
10/12-10/14	VBA (Visual Basic for Applications)
10/17-10/21	Training for Cisco PIX Firewalls
10/24-10/28	Training for Cisco ICND
10/31-11/04	CEH (Certified Ethical Hacker)
11/07-11/11	Linux Administration
11/14-11/18	2310 – Developing ASP.Net
11/28-12/02	Linux Troubleshooting
12/12-12/16	SQL 2005